**Associate Director, Financial Aid Standard Job Description**

**Classification Title:** Associate Director, Financial Aid

**FLSA Exemption Status:** Exempt

**Pay Grade:** 13

**Job Description Summary:**

The Associate Director, Financial Aid, under general direction, lends direct support to Director for management and general administration of scholarship and student financial aid programs. Provides leadership and direction to Assistant Director and assigned staff in planning, development, coordination, and delivery of their respective programs to meet needs of students and goals of department.

**Essential Duties and Responsibilities:**

**40% Leadership and Program Management**

* Provides leadership, supervision, and direction to staff in managing student employment and financial aid programs.
* Oversees operation and administration of outreach, marketing, counseling, and budget management.
* Plans, leads, and participates in strategic planning and new program development to enhance student assistance.
* Makes recommendations concerning program funding levels and student financial aid awards.

**20% Staff Supervision and Development**

* Supervises and directs team members, including hiring, training, and evaluating staff performance.
* Monitors and interprets newly released regulations and communicates updates for compliance.
* Reviews and ensures high-quality work performance for full and part-time staff.
* Assists with personnel matters and develops departmental policies and procedures.

**10% Compliance and Auditing**

* Ensures compliance with federal, state, and local program regulations and takes appropriate corrective action.
* Oversees audits and compliance reviews, ensuring all findings are addressed.
* Reviews program audits with management and implements necessary actions to mitigate issues.

**10% Data Management and Reporting**

* Provides oversight for data needs and ensures accuracy and security of information.
* Assists with the preparation of federal, state, and operational reports related to financial aid programs.
* Researches best practices in financial aid processing to improve delivery systems and services.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor's degree or equivalent combination of education and experience.
* Seven years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of higher education.
* Knowledge of student financial aid processes and related federal and state regulations.
* Oral and written communication skills.
* Organizational skills.
* Demonstrated leadership ability.
* Ability to solve complex problems.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**